



# Columbia Central High School 2011-2012

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**Principal  
Mr. David Slusher**

**Assistant Principal  
Mr. Zach Kanaan**

**Athletic Director  
Mr. Coley Johnson**

**11775 Hewitt Rd.  
Brooklyn, Mich.  
49230**

Telephone: 517-592-6634

Fax: 517-592-8909

[www.ColumbiaSchoolDistrict.org](http://www.ColumbiaSchoolDistrict.org)

## **MISSION STATEMENT**

The Columbia School District, in partnership with the community, will provide a positive and safe learning environment, which will prepare ALL students to contribute and compete in a global society.

# COLUMBIA CENTRAL HIGH SCHOOL

2011-2012

## STUDENT HANDBOOK

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**The high school is a closed campus, at no time may a student leave without permission from the office.**

**Students violating any of the driving rules could result in having their parking privilege suspended.**

## FOREWORD

Welcome to Columbia Central High School. May the forthcoming school year be a positive learning experience for you and your fellow classmates.

The Student Handbook is prepared as a guide so that you can readily refer to items dealing with school policies, course requirements, athletics, club activities, and many other areas of interest. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

It is our sincere desire that the time you spend with us here will provide you with many worthwhile experiences which will be helpful in your pursuit of achievement, self-understanding, happiness, and a good basic education.

To fulfill these broad goals, it is necessary that we provide the facilities, materials, staff and the best learning atmosphere possible. It is also necessary that students accept responsibilities, which contribute to their personal success and the success of their school as well. The success you achieve personally will depend very much on your own efforts and attitudes. Teachers cannot teach unless students are willing to learn.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2008. **If any of the policies or administrative guidelines referenced herein are revised after June 30, 2008, the language in the most current policy or administrative guideline prevails.**

Read this handbook carefully. Parents and students should be aware that there would be a great deal of emphasis placed on discipline and student behavior. Students are expected to come to school, work hard on their studies, and behave themselves.

David E. Slusher, Principal  
Zach Kanaan, Assistant Principal

## **POLICY CHANGES NEW TO 2011-2012**

Each year the policies are slightly adjusted to better serve our students and parents.

Some of the changes this year include the following:

- School Hours (p. 5, p. 19)
- Internet Communication Portal (Attendance codes) (p. 6, p. 23)
- School Website (Student Forms) (p. 6)
- Use of Cell Phones and Electronic Equipment (p. 7-8)
- Use of The School Equipment and Facilities (p. 8)
- High School Credits Earned in Middle School (p. 12)
- Self-Transportation to School (p. 18)
- Late School Arrival (p. 22)
- Tardiness (p. 23)
- Lanyard and Picture ID Guidelines (p. 26)
- Insubordination (p. 26)
- Dress and Grooming (p. 26-27)
- Some sections have been repositioned within the handbook
- Typographics corrections or edits throughout the handbook

Please make sure to review these sections to familiarize yourself with the changes.

David E. Slusher, Principal  
Zach Kanaan, Assistant Principal

## **MISSION STATEMENT**

The Columbia School District, in partnership with the community, will provide a positive and safe learning environment, which will prepare ALL students to contribute and compete in a global society.

## **GUIDING BELIEFS**

Members of the Columbia Central High School staff believe that all students can learn and achieve mastery of essential skills and that, through the cooperation of the home, school, and community, academic growth will be fostered.

## **COLUMBIA CENTRAL HIGH SCHOOL BUILDING PHILOSOPHY**

The general purpose of Columbia Central High School is to develop intellectually and acquire desirable habits, attitudes, skills, talents, social graces and character traits to the extent that they can realize their potential and be prepared for life as useful, successful and happy members of a democratic society.

## **GENERAL GOALS**

DEVELOPMENT OF THE INDIVIDUAL - We believe that the needs of each individual are different and that the school should recognize these differences and assist each student to develop to his maximum potential.

FUNDAMENTAL SKILLS AND TOOLS OF LEARNING – We believe that all students should achieve proficiency in the basic academic skills necessary for further educational development.

MORAL VALUES AND ETHICAL TRAINING - We believe that students should be provided the opportunity to become acquainted with and to assess concepts central to effective living in our modern society.

WORK HABITS - We believe that students should be provided with activities and learning experiences designed to encourage appropriate work habits for school and for life.

INDEPENDENT THINKING - We believe that it is desirable for each student to be encouraged and instructed to progressively develop his ability to plan and think independently.

EQUAL EDUCATION OPPORTUNITY – It is the policy of this District to provide an equal education opportunity for all students. Any persons who believe s/he has been discriminated against on the basis on his/her race, color, disability, religion, gender, or national origin, while at school or school activity should immediately contact the Administrative Offices in writing. Complaints will be investigated in accordance with the procedures as describe in the Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation.

INDIVIDUALS WITH DISABILITIES – The American's with Disabilities Act (A.D.A.) and section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student but also to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures.

PRINCIPLES OF DEMOCRACY - We believe that students should be provided the opportunity to interpret and apply the principles of democracy and to accept the responsibilities, benefits and obligations of citizenship.

PREPARATION FOR FUTURE NEEDS - We believe that students should be prepared with the skills necessary to function effectively in further educational or vocational pursuits.

## **STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW**

The Columbia School Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United State Department of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United State Department of Education. Formal complaints can be made to the Administration Office.

## SCHOOL DAY SCHEDULES

### *Full-Day Schedule*

1 <sup>st</sup> hour	7:45-8:35
2 <sup>nd</sup> hour	8:39-9:29
3 <sup>rd</sup> hour	9:33-10:33
4 <sup>th</sup> hour	10:37-11:27
5 <sup>th</sup> hour	11:31-12:21
A Lunch	11:27-12:53
5 <sup>th</sup> hour	11:57-12:47
B Lunch	12:21-12:47
6 <sup>th</sup> hour	12:51-1:41
7 <sup>th</sup> hour	1:45-2:34

### *Two-Hour Delay Schedule*

1 <sup>st</sup> hour	9:45-10:19
2 <sup>nd</sup> hour	10:23-10:57
3 <sup>rd</sup> hour	11:01-11:35
4 <sup>th</sup> hour	11:39-12:13
5 <sup>th</sup> hour	12:17-12:51
A Lunch	12:13-12:41
5 <sup>th</sup> hour	12:45-1:19
B Lunch	12:51-1:19
6 <sup>th</sup> hour	1:23-1:57
7 <sup>th</sup> hour	2:01-2:35

JACC: No AM; Reg. PM

### *Half-Day Schedule*

1 <sup>st</sup> hour	7:45-8:09
2 <sup>nd</sup> hour	8:13-8:37
3 <sup>rd</sup> hour	8:41-9:05
4 <sup>th</sup> hour	9:09-9:33
5 <sup>th</sup> hour	9:37-10:01
6 <sup>th</sup> hour	10:05-10:29
7 <sup>th</sup> hour	10:33-10:57

## STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain an appropriate education in a safe and orderly environment. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of their behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. Students and parents have online access to student daily grades and attendance.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If for some reason this is not possible, the student should seek help from the assistant principal. Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their program.

## STUDENT RECORDS

Teachers, counselors and administrative staff keep many student records. There are two basic kinds of records, directory information and confidential records.

Confidential records contain educational and behavioral information that has restricted access based on the Family Educational Rights and Privacy Act (FERPA) and Michigan Law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review their educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

## INJURY OR ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## INTERNET COMMUNICATION PORTAL

Connect home and school through the use of our Internet Communication Portal, parents and students have access to daily grades and attendance. The administration greatly encourages all parents and students to utilize this service; parents can follow the daily academic progress of their students.

Once you have activated your account, and the school has posted information you can:

- Check grades
- Verify attendance [A=Unexcused Absence, E=Excused Absence, D=Documented Absence, T=Tardy (not penalized), TA=Tardy (Penalized), S=Suspended]
- Receive email alerts when new grades are posted
- See what homework is not turned in and read notes from your teacher
- Read daily announcements
- And much more

Please call the high school office or counselor office (517-592-6634, extension 223 or 237) to receive a login account to be able to access this service.

Students and Parents have separate login information. Parents have separate login information for each student. Parents may contact the High School office for each of their child's activation codes.

## SCHOOL WEBSITE (STUDENT FORMS)

In addition to the Internet communication portal, the School District website, [www.MyEagles.org](http://www.MyEagles.org) is also a great resource for High School and School District information.

Various student forms that may be found at the school website include:

- **Clarification Summary of Selected Handbook Topics**
- **Vacation Request Form**
- **Parking Permit**
- **College Visitation Form**
- **Guest Application for High School Students** (student from another school visiting CCHS to attend a school dance)

## **SECTION I - GENERAL INFORMATION**

### **STUDENT FEES, FINES AND CHARGES**

Columbia Central High School charges specific fees for the following activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

District Book Deposit Fee  
Library Copy Machine & Microfiche Reader/Printer  
Duplicate School Records; i.e., personal transcript & health records  
Parking Lot Fees (\$2 per parking permit)

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment for replacement purposes.

Late fines can be avoided when students return borrowed materials promptly.

### **MEAL SERVICE & LUNCH HOUR**

The school program offers two meal opportunities: a breakfast prior to the start of school and a lunch. Ala-carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Free and reduced lunch forms are available through the Food Service Director. Every effort is made to ensure privacy and confidentiality for those students receiving free or reduced lunches. All food is to be eaten in the cafeteria with proper respect shown to employees and the physical equipment (tables, chairs, etc.). Throwing items (food, objects, etc.) will result in suspension and a requirement of cleaning over an extended period of time.

**Columbia Central High School has a closed campus at all times. This means that no student is to leave the campus without direct permission of the administration. Unauthorized leaving can result in suspension and loss of parking privileges.**

The hallways must be kept free of movement once the lunch period has started because fully one-half of the student body is in class. The library may be used if a class is not present. Students are only allowed out of doors in the direct area in front of the office and not in the driveway, memorial garden area, or in front of the gym.

### **FIRE AND TORNADO DRILLS**

The school complies with all fire safety and tornado laws and will conduct drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

RADIO: WABJ, WLEN, WJXQ, WKHM, WIBM, WUFN, and WJR  
TELEVISION: CHANNELS 6, 10, and 47

### **VISITORS**

Parents are welcome at the school. In order to properly monitor the safety of students and staff, ALL NON-STUDENTS MUST REPORT TO THE OFFICE WHEN ENTERING THE SCHOOL. If a person wishes to confer with a member of the staff, he/she should call for an appointment.

Non-parent visitors are not permitted at Columbia Central High School unless they are a part of an approved student exchange program.

### **USE OF THE TELEPHONE**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Emergency cases will be handled on an individual basis.

### **USE OF CELL PHONES AND ELECTRONIC EQUIPMENT**

Cell phones and media devices may not be used in class without prior teacher approval. These devices will be confiscated if seen or heard. They may be brought to school but they must be turned off and should be placed in the student's locker during the school day;

**they are not to be seen or heard during the day.** Cell phones are allowed during student lunch. The Principal must approve any other use of cell phones during the day.

The school supplies most electronic equipment necessary in school. Students are discouraged from bringing electronic devices to school; they can be a distraction from the learning process, they are expensive and easily lost or damaged. If they are brought to the school, they must be left in the locker. **It is the policy of this school that no electronic devices are to be brought to school without approval.** The school is not responsible for lost, stolen or misplaced electronic equipment brought from home.

Inappropriate use of any electronic device could result in detention, suspension or expulsion.

### **USE OF THE LIBRARY**

The library (media center) is provided for the use of the students. The materials that are needed by the students are to be checked out with the librarian before they are taken from the library.

### **MEDIA CENTER POLICIES**

1. The library is open during the entire school day. Before and after school times will be posted at the beginning of the school year.
2. Admittance: Students must have a media center pass when coming to the media center from a class. The media center is open before and after school without pass restrictions.
3. Book Loans: Regular books will be on a 2-week loan.
4. Magazines: Magazines will be checked out on an hourly basis.
5. Reference and reserve materials may not be checked out.
6. Copies are 10 cents per page (subject to change without notice).
7. Fines are charged for overdue books at the rate of 5¢ per day.
8. The library is not a walkway. It may not be used to “cut through” from one hallway to another.
9. Students are not to have coats, bags, large purses, zippered brief cases, food or drink in the library.
10. Only one student is allowed to work at a computer at any one time.

### **USE OF THE SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom, the permission of the athletic department to use athletic equipment or facilities, or the principal for other equipment. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. **To schedule facility use outside of school time, contact Lori Hunter at Columbia Elementary School (517-592-6632).**

### **LOST AND FOUND**

The lost and found area is in the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be disposed of at the end of the school year.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours notice is required to ensure that the principal has the opportunity to review the announcement or posting. The school has a central bulletin board located in the cafeteria, which may be used for posting notices after receiving permission from the principal.

## **SECTION II. ENROLLING IN & WITHDRAWING FROM THE SCHOOL**

### **ENROLLING IN THE SCHOOL**

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides. CCHS is also a School of Choice participating school and has a limited number of openings for such students. Specific guidelines and applications for School of Choice can be obtained from the administrative offices.

Their parent or legal guardian must enroll new students under the age of 18. When enrolling, parents must provide copies of the following:

- A. Certified birth certificate with raised seal, or similar document (see office for specifics)
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of residency
- D. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The high school office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. For more information, contact the Superintendent's office.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers would be directed to the high school office.

### **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information and instructions on how to prohibit its release, you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice that can be found in the Superintendent's Office.

Other than directory information, FERPA and Michigan law protect access to all other student records. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have graduated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested records to the High School Office.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing in the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from CCHS to another district, the parent must notify the high school office in writing. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the high school office for specific details.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parent or legal guardian.

## **SECTION III. ACADEMICS**

### **ASSIGNMENT AND SCHEDULING**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Counseling office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. Course changes must be completed within the **first two weeks of the first semester and no later than one week after the start of the second semester.**

CCHS operates on a four-year comprehensive program; students are expected to be full-time students for four years. Any exceptions to this, due to illness, marriage, advanced placements etc, will be handled administratively and on an individual basis.

Career interest and requirements should be taken into account when determining your program. Information concerning all programs is available through the counseling department.

Departmental staff members will review elective requests for approval in most courses and each program will be reviewed before final approval is given. **We have no provision for auditing classes.**

Year-long classes in which a student is enrolled for first semester must be continued second semester unless a Request for Change Form is filed and approved. The basic intent is that once a year-long class is attempted the student is obligated to complete the class.

All seniors must elect a full program; a true education does not stop once basic requirements are met. All courses taken must be completed.

### **COURSE OFFERINGS/CAREER CENTER**

See the Curriculum Guide, which can be obtained from the Counseling office.

**CAREER CENTER** - Application for the Jackson Area Career Center is made in the spring. Because limits are placed on enrollment, students will be notified of acceptance before June. The Career Center is for eleventh and twelfth grade students who have completed two years of basic high school requirements, except for special programming.

Students attending the Career Center must enroll in three (3) classes at Columbia Central High School.

### **COURSE-GRADUATION REQUIREMENTS**

A student's progress toward graduation and receiving a diploma is determined by completed required coursework, earning necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met.

It is the responsibility of each junior and senior to check with the counselors during the school year to finalize his/her program and to see if requirements are met. Seniors are to check with the counselors within the first four weeks of the first semester. It is expected that students will graduate with four years of study. Students requiring more time to complete requirements may be required to transfer to the Options High School.

Students must enroll in a full program each year. Non-instructional programs are not to be used if they jeopardize the graduation status of the student.

All students who wish to receive a diploma from CCHS must complete the requirements as set forth by the District. A minimum of seven (7) credits must be earned from CCHS to qualify for a CCHS diploma. The Board requires that all students must complete at least 25 credits to walk in graduation.

## CCHS COURSE/ GRADUATION REQUIREMENTS

	Class of 2012 and beyond
<b># of Credits</b>	<b>25</b>
<b>MATH</b>	* 4 Credits Algebra I, Algebra II, Geometry, a math class in Senior Year
<b>LANGUAGE ARTS</b>	*4 Credits
<b>SCIENCE</b>	*3 Credits Science 9, Biology, Physics or Chemistry,
<b>SOCIAL STUDIES</b>	*3 Credits US History & Geography (1 Cr), World History & Geography (1 Cr), Civics (1/2 Cr), Economics (1/2 Cr)
<b>PHYSICAL EDUCATION and HEALTH</b>	*1 Credit
<b>VISUAL, PERFORMING and APPLIED ARTS</b>	*1 Credit
<b>ONLINE LEARNING</b>	*20 Hours of experience
<b>FOREIGN LANGUAGE</b>	*2 Credits in Grades 7-12 or equivalent in K-12 (for the class of 2016 and beyond)
<b>COMPUTER SKILLS</b>	*1 Credit
<b>SENIOR TRANSITIONS</b>	*1 Credit
<b>ELECTIVES</b>	To bring the total credits to <b>25</b>

### CREDITS

One unit of credit is given for each full year course and one-half credit for a semester course.

- All courses will receive equal credit value regardless of there being activity or academic in nature. A weighted grading system is in place.
- Only one credit in Bible or Religion classes will be accepted for transfer students.
- Extra-curricular activities (such as athletics and clubs, etc.) are offered for the general benefit and well being of the student but do not earn credit toward graduation.
- School Service Program is an opportunity for the students of CCHS to give service and gain experience in the following area:
  - Counseling Assistant

Criteria for entering such a program are based on citizenship, skill level, attendance, and recommendation. A quarter credit is given for this program.

### HIGH SCHOOL CREDITS EARNED WHILE IN MIDDLE SCHOOL

High School credits earned by a middle school student (e.g. Algebra I, Spanish I, Spanish II) will be recorded on the students' transcript, but will not be counted into the students' high school Grade Point Average (GPA). The cumulative high school GPA will begin when a student enters the ninth grade. Credits earned during middle school will count toward the rigorous curriculum requirements.

Algebra I – The math department developed common assessments to be used as end of year exams, or 'test out' exams, effective Fall 2011. In Middle School these exams will be used as a guide for placement in Middle School math courses. In Algebra I, the exam is place for the class of 2016 to determine who earns HS credit (78% proficiency) and is ready to move on to Geometry. Middle School students who have passed Algebra I by June 2011 will get the High School credit. Effective Fall 2011 Middle School students taking Algebra I will have to pass the exam to earn High School credit.

Spanish I – State requirements do not mandate a proficiency exam for World Languages, so a common assessment is not necessary. Spanish I in the high school and the middle school use the same materials and are working toward the same HSCE's so the state requires that credit be given.

### TESTING OUT INFORMATION

As a result of Michigan legislation, testing out of high school courses is an option for students at Columbia Central High School. Pursuing this option affords the students an opportunity to gain credit for a specific course to allow them to enhance and expand their educational opportunities by accelerating their academic program. Credit is earned by achieving a 78% or above on the final end-of-course assessment or by demonstrating mastery through the basic assessment process utilized in the course, which may consist of portfolio, project, paper, examination or presentations, or other appropriate measurements of competency. Students will receive a "P"

on their transcript and will receive credit toward their graduation requirements, however, test out credits are *not recognized* by some colleges/universities. Contact specific colleges/universities directly if you have questions.

Students will have only one chance to test out of each course. Credits earned through “testing out” will not be calculated in the student’s GPA. Once credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area. Results will be mailed to parents within two weeks of the completion of all portions of the test.

Testing out applications will be available in the high school office and on the school website beginning the first week of May. Exams will be given during the second week of August. Students will be contacted with exact dates and times.

### **DUAL ENROLLMENT**

Any student in the 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a postsecondary program providing s/he meets the requirements established by law and by the District. Any interested student should contact the Counseling office to obtain the necessary information. If a student fails to get the credit for the class, the student will be required to reimburse the District the cost of the class.

### **EMPLOYABILITY GRADE**

All students will be assessed a grade for employability skills in each subject area. It is expected that students will practice good work habits that will carry over into the workplace. This will comprise approximately 5-15% of the grade in each area and will include the following:

1. Arriving to class on time. The individual instructor will document all tardies. Punctuality is important in the classroom and in future jobs.
2. Unexcused absences and suspensions, both in-house and at home. Absenteeism greatly inhibits the learning opportunity at school and productivity at work.
3. Preparedness for class. Students are expected to arrive in class with all required learning materials (paper, pencil, books, calculators, and any other materials designated for use on that day) and homework assignments completed on time. Participation in class activities and discussion will be evaluated. Locker passes are not to be given.
4. Classroom behavior. Having a cooperative attitude and obeying classroom rules and regulations is necessary. Students who distract from the learning environment will be dealt with accordingly and their employability grade will suffer.

### **INCOMPLETE GRADES**

Incomplete marking period and semester grades must be made up within **two weeks of the end of the marking period**; otherwise they will be recorded as failing grades unless specific instructions have been issued in writing to the contrary and approved by the administration. (NOTE: This does not restrict class assignments but refers to grading periods.)

### **FINAL EXAMS**

Exams are given at the end of each semester. They are important and students are expected to be present at the regularly scheduled exam time. Approximately one-fifth of the final grade is determined by the final exam.

### **GRADES – GPA – CLASS RANK**

#### CLASS RANK

**Class Ranks** are determined at the end of each semester. For college admissions, scholarships and other similar purposes the GPA and class rank are computed after the sixth, seventh and eighth semesters.

**Class Ranks** are determined for each class (seniors, juniors, sophomores, freshmen).

**Class Ranks** use the student's final semester grades by converting the grades to quality points. The student whose sum of quality points is the highest is ranked number one; the student whose sum of quality points is second highest is ranked number two; and so on until all students have been ranked within a class.

**The weighting scale of the courses taken affects Class Ranks.** While most courses are weighted on a 4.0 scale, courses specifically listed as “weighted” will carry a 5.0 quality point weighting.

**The class valedictorian and salutatorian are students ranked first and second respectively after eight semesters.**

Remember, students who have the greatest opportunities to rank at the top of their class will be those who enroll in the maximum number of weighted courses possible, study diligently, complete all assignments and earn the highest grades.

To compute a student's rank in class, two groups of courses have been identified to carry special quality point weighting scales.

## GRADE CLASSIFICATION

Credits earned will determine the grade a student is in. Minimum requirements for grade classification are:

Freshman 0-5 credits  
Sophomore 6-12 credits  
Junior 13-18 credits  
Senior 18+ credits

## GRADING PERIODS

Students will receive a report card at the end of each nine-week period indicating their grades for each course for that portion of the academic term. Oftentimes, the report card is sent home with the student. If you fail to receive a report card, please call the High School office. You are also encouraged to check online for weekly, marking period, and semester grades.

## GRADE POINT AVERAGE (GPA) CALCULATION

Semester grades are used in the computation of grade point averages using the four (4) point system or the five (5) point weighted system outlined below.

We compute GPA for the following reasons:

1. Class standing of each graduating senior.
2. To determine the "Honors Group" at graduation. Seniors entering the District in the 2<sup>nd</sup> semester will not be eligible for honors.
3. Colleges make use of GPA when a student applies for admittance. They do, however, put emphasis on the ACT or SAT test results and what classes the student took in high school. Each college refigures the student's GPA by counting what courses they want to count.
4. The GPA has nothing to do with graduation. All classes at CCHS award full credit toward graduation unless the student fails.
5. All classes are included when calculating GPA except school service activities as following: library assistant, office assistant.
6. For college admissions, scholarships and other similar purposes the GPA and class rank are computed after the 6th, 7th, and 8th semesters.

## WEIGHTED GRADING

The Board of Education of Columbia Central High School has adopted a method of weighting students' classroom performance. This weighting system will be used to determine students' rank in class.

Select classes will be graded on a 5-point system, these classes include: AP Psychology, AP English, AP Calculus, AP Biology, Anatomy/Physiology, Chemistry II, Physics, Pre Calculus, Calculus, Mathematics of Engineering. The purpose is to encourage our students to approach a more demanding curriculum, without risk of lowering their GPA.

### **5.0 Scale of Quality Points**

Weighted courses will carry weighted quality points based on a five-point scale (A=5.0; B=4.0; C=3.0; D=2.0; F=0)

### **4.0 Scale of Quality Points**

All other courses will carry quality points based on a 4.0 point scale A=4 pts., B=3 pts., C=2 pts., D=1 pt., and F=0 pts. "With (+) or (-) counting as partial points.

## **HONOR ROLL**

After each marking period, the honor roll will be sent to the local newspaper. You must have a "B" average, or better, with no "D's", to be on the honor roll.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation. Homework is not used for disciplinary reasons but to enhance the student's learning. Homework requests for students who will be absent for an extended period of time should be made at least 24 hours before the work is to be picked up. Homework can also be attained from the online parent portal.

## **HOMEBOUND INSTRUCTION**

The District will arrange for individual instruction to an enrolled student who is certified by the pupil's attending physician, hospital, or licensed treatment facility as having a medical condition that requires the pupil to be hospitalized or to be confined to the home during regular school hours for a period longer than five school days. The certification must be by a physician who is either an M.D. or a D.O.

Parents should contact the school administration regarding procedures for such instruction. The principal must approve homebound instruction.

## **INDEPENDENT STUDY CLASSES**

Independent Study classes will be discouraged, especially as a form of makeup for classes failed.

## **OPTIONS HIGH SCHOOL**

Students entering the Options High School Program must be recommended and qualify. A student who becomes more than 1 year behind in their academic program will be referred to the Options High School. Students who do not complete their academic requirements after four years in high school will be required to finish at Options or in the Adult Education Program. See the counselor for details.

## **OUTSIDE CREDITS**

In order to ensure that CCHS graduates have completed a rigorous curriculum that meets the requirements of the District, the number of credits that can be earned from outside sources are limited to 2 credits.

### ADULT EDUCATION

A student who wishes to attend the Columbia Adult Education Program should contact his/her counselor. The counselor, the principal, and the adult education director must approve a student. Only students who are behind in credits will be allowed the Adult Education option. The following guidelines pertain to day school students who wish to attend night classes:

1. The student must pay for the course(s).
2. Who may attend: 2<sup>nd</sup> semester Juniors; Seniors
3. Credit will be given per Adult Education standards.
4. Classes cannot be used as a substitute for CCHS curriculum.
5. No student may attend Adult Education on a full-time basis until their class has graduated or unless they are eighteen years of age. Once entering Adult Education full-time, the student is dropped from the high school rolls and the Adult Education is responsible for graduation requirements

### CORRESPONDENCE COURSES

Correspondence courses can only be taken while attending a regular school and must meet these requirements:

1. The course must be taken from a recognized and accredited correspondence school.
2. The principal and counselor must approve the course before the student enrolls.
3. The high school principal will determine the amount of credit to be given for the course.
4. The student must complete the course with a satisfactory grade to be awarded credit.

### SUMMER SCHOOL

Summer school is rarely offered and depends on interest, enrollment, faculty, and finances. Contact the Counseling Office for more information.

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming into the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **SCHOOL SPONSORED EVENTS/FIELD TRIPS**

Field Trips and School Sponsored Events that remove Students from Daily Classroom Activities - There may be occasional events with such great educational value that justification can be made for student participation even though such participation results in absence from other classes. When a teacher desires such an activity, the following shall apply:

1. Parental permission slips shall be secured for each event prior to departure from school.
2. Students who would not meet academic eligibility standards or who have accumulated seven (7) or more total absences in the semester shall not be permitted to participate in field trips or school sponsored activities that cause them to miss additional classes.

3. In the event that special circumstances might justify an exception to these requirements, an exception may be granted by the administration after polling the Academic Council.
4. A list of students involved in the activity will be distributed to teachers five (5) school days before the activity.
5. Emergency medical information and phone numbers will also be provided to the staff person in charge.

If a student boards a field trip bus without permission, a suspension will be issued and a parent will be contacted.

### **STUDENT ASSESSMENT**

The Michigan Merit Exam (MME), which will include the American College Test (ACT) for high school juniors, will replace the Michigan Educational Assessment Program (MEAP) assessments at the high school level.

This means that all 11<sup>th</sup> graders will take this state assessment test in March of each year. It will provide students with a regular American College Test (ACT) score report that they can use to apply to a college or a university. ACT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

Students also will be able to use the MME to qualify for a Michigan Promise Grant to help pay for their costs in attending a state university, community college or a technical or trade school.

The MME is made up of the national ACT and Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

Sophomores will take the ACT/PLAN test, a preparatory assessment primarily used to help students prepare for the ACT.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest of talent. The guidance staff often gives these. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Columbia Central High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **SECTION IV - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Columbia Central High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or containing school subject matter.

The school has many student groups that are authorized by the school. It is the district's policy that the only authorized groups are those approved by the board of education and sponsored by a staff member. Authorized groups include: Business Professionals of America (BPA) Student Senate, Musical, SADD, National Honor Society, Student Leadership, Art Club, etc.

Extra-curricular activities indirectly reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate and/or attend in the activities of their choosing, as long as they meet the eligibility requirement and they follow the student conduct guidelines. Students are encouraged to participate in as many clubs, athletics and activities as possible.

### **NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission must be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules still apply regarding behavior and equal opportunity to participate. All groups must comply with school rules and must provide equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. No non-district-sponsored organization may use the name of the school or school mascot.

### **ATHLETICS**

**Columbia Central High School provides a variety of athletic activities in which students may participate providing they follow the student conduct guidelines and meet any eligibility requirements that may apply.**

### **STUDENT EMPLOYMENT**

The school does not encourage students to take jobs outside of school that could interfere with their success in school. The state requires those who do work to obtain work permits. Work permits are available in the office. Students who are struggling academically may have their work permits revoked by the school.

### **CAREER CENTER**

All Career Center students are expected to ride our bus to and from the center. Buses leave at 7:45 and 10:40 a.m. Requests to drive to the center must be granted by the principal. **First offense of driving to the center without permission will result in a 3-day school suspension and parent contact. A second offense will result in removal from career center for the semester.**

### **SELF TRANSPORTATION TO SCHOOL**

**Parking at school is a privilege, which can be revoked at any time.** Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. **Any student parking on school grounds must have a parking permit, with a registration tab for that vehicle visible on the rear-view mirror or dashboard.** Students driving and parking on school property must obey all state and local laws and school regulations. Neither Columbia Central High School nor Columbia School District is responsible for the contents of or damage caused to vehicles in the parking lot due to deliberate acts or negligence of other students. Students are expected to lock their vehicles at all times. **Firearms, knives, or other dangerous weapons are not allowed on school premises, including the parking lot, and may not be in a student vehicle at any time while on school property.** Hunting, recreational, and collectable weapons are not allowed on school premises, including the parking lots.

The following rules shall apply:

- A. Students under age eighteen (18) are to have a note from their parents granting permission to drive to school.
- B. All students shall complete the Student Vehicle Registration Form and provide:
  - a. Driver's license
  - b. Insurance certificate
  - c. Registration

- d. Parent signature.
- C. Parking lot speed limit is 15 mph.
- D. The student must obtain a permit from the office and pay a fee of \$2 for the entire school year.
- E. If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
- F. Anyone parking on school property when his or her parking privileges have been revoked will be suspended.
- G. Students may not transport other students during school hours without specific permission from administration.

When the school provides transportation, students shall not drive to school-sponsored activities unless their parents grant written permission and approved by the principal. **No other students are to be driven to a school-sponsored activity by another student.**

**All vehicles driven to school must park in designated student parking only.** Anyone who parks a vehicle on school property without the proper tag or not parking in the student parking lot WILL have parking privilege suspended. Repeated parking violators may be towed at the owner's expense. Squealing tires, reckless driving, or excessive speed will result in loss of parking privileges and/or legal action. The parking lot is off limits during school hours. Any student needing to visit his or her vehicle during school hours must have administrative permission and must sign out and sign in at the office.

**The high school is a closed campus. At no time may a student leave without permission. Students violating any of the driving rules may result in having their parking privilege suspended.**

### LEAVING SCHOOL BUILDING

Columbia Central High School is a closed campus. At no time may a student leave the building without permission. Students may not go to the parking lot without permission. Students leaving the building without permission will be subject to detention for the first offence and a suspension for the second offence.

### LEAVING SCHOOL GROUNDS

Any student who must leave school grounds during school hours **MUST HAVE PERMISSION FROM THE ADMINISTRATION AND THE PARENT** before they will be allowed to leave. This includes a request on the part of a teacher to allow a student to leave school grounds on school business. Students who are ill are to report immediately to the office and appropriate arrangements will be made at that time.

Students leaving school grounds during the day must be signed out in the office and have permission from administration and a parent.

**Students leaving the school grounds as a walker, driver, or passenger without permission during the school day will be suspended. For the first offence students will receive a 3-day suspension. For the second offence the student will receive a 5-day suspension along with a 5-day loss of parking privilege (starting when the student returns back to school). For the third offence the student will receive a 10-day suspension along with the loss of parking privileges for the rest of the school year.**

### COUNSELING

All students may feel free to see the counselors concerning any problems they may have or information they may need, please make appointment.

Unless it is an emergency, students should report to their designated class and be marked present before seeing the counselor.

### CLASS FUNDS

No student is allowed to charge against class or school accounts unless he/she has a purchase order from the office. Students not following this procedure are asked to pay bills from their own pockets.

### DANCE AND PROM REGULATIONS

All dances, unless approved otherwise, are to be for the students of Columbia Central High School and their dates only. Outsiders reduce the effectiveness of crowd control and the aim of providing social activities for the students of this community. No middle school students or visiting students over 19 years old are allowed at high school dances. Prom guests can be no more than one year out of high school and must be pre-approved by administration.

The following requirements must be met:

- A. An activity request form must be filed at least 7 school days prior to the dance.
- B. The organization sponsor must be in attendance.
- C. There must be faculty chaperons (the number to be determined by the size and scope of the dance). Parent chaperons are also helpful and several should be on hand.

- D. Local authorities are to be informed of the time and length of the dance by the faculty sponsor or dance chairperson.
- E. Closing time of the dance must be determined before the event takes place. Extended or late dances will be approved by administration only for special affairs; i.e., Homecoming, Prom, etc.
- F. All students, who enter the dance, must stay in the designated area until the dance is over or until the student decides to leave. Leaving the designated area will terminate attendance at the dance.
- G. No smoking is to be allowed in the school or on school property--violators will be dismissed and further disciplinary action will be handled under the school discipline procedures.
- H. Students who are in the possession of or under the influence of alcohol or other drugs or with alcohol on their breath will be dismissed from the dance. Further disciplinary action will be handled under the school discipline procedures.
- I. Sponsoring organizations are expected to cooperate in helping to clean the dance area of equipment used and to put the area back into a useable condition.

The aim and objective for having school dances is to provide an opportunity for students to learn the value of social experiences in an appropriate and positive atmosphere. Any time the atmosphere cannot be determined appropriate and/or positive the dance will be terminated.

### **DRIVER'S EDUCATION**

Driver's Education classes are contracted to an outside source that sets the fees and class schedules for students.

### **GYMNASIUM USE**

- A. No food or drink is allowed in the gym at any time.
- B. Street shoes are not to be worn on the gym floor.
- C. Noontime activities may be made available.
- D. A staff member must supervise all activities.

### **LOCKERS**

Student lockers are school property and are temporarily utilized by a student for the convenience of said student. The fact of the board's having voluntarily made lockers available for the student's use can in no way be construed to diminish or to erode the board's sole ownership, control, and/or authority over the lockers. Either prior to or at the time the pupil acquired the privilege of using any locker belonging to the school district, the pupil shall be advised that the school officials reserve the right to examine both the locker and the contents of the locker at any time, with reasonable cause. The purpose of such examination shall include, but is not limited to, eliminate fire and/or other hazards, for normal maintenance and sanitary conditions, attempts to locate lost or stolen articles, and efforts to locate prohibited and/or dangerous materials.

The office will issue individual lockers and students are expected to keep their lockers in neat condition at all times. **Students are only to use their assigned locker.** "Sharing" lockers is not permitted. Students are not to give their locker combination to another student. The student is responsible for the contents of the locker he/she is assigned. A student who damage, alters the interior or exterior or otherwise affects the normal operation of a locker will be subject to administrative discipline.

Gym lockers should only contain appropriate gym attire. **No items of value, such as money, cell phones, electronic devices, should be left in the Gym lockers.**

### **LOITERING**

There is to be no loitering anywhere on school property.

### **STUDENT INSURANCE**

Students may enroll in the insurance program made available by the school administration for a nominal fee in the fall of the school year. This insurance covers travel to and from school when on a school bus, or in school in a regularly scheduled school function. It is the student's responsibility to continue coverage--not the school.

### **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours. The parent, along with the physician's written request, must sign a Medical Request Form before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the principal's office. Medication that is brought to the office will be properly secured. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication. A log for each prescribed medication shall be maintained which will note the personnel

giving the medication, the date, and the time of day. No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without medication or treatment form on file.

### **MONEY AND VALUABLES**

Personal items or items of value, including but not limited to money, purses, cell phones, electronic devices, should never be left in lockers or left unattended in restrooms. **All students should check large sums of money and their valuable items in the office for safe keeping if it is necessary to bring them to school.** The school will not be held responsible for the loss of such items left in lockers or elsewhere. **Do NOT take anything of value to the gym lockers.**

### **GRADUATION SITE POLICY**

It is the intent of the Columbia School District Board of Education to provide to its students and community a graduation ceremony that matches the occasion. In an effort to make this a memorable ceremony the board of education is dedicated to using the finest facility available. Criteria considered when selecting a facility are: climate control, acoustic quality, comfort of seating, quantity of seating, accessibility for the handicapped and senior citizens, cost of rental and/or preparation of site for the ceremony, and location. Based on the criteria previously mentioned, the Columbia Board of Education has selected the Potter Center as the site for all future graduation ceremonies. If 67 percent of the graduating seniors and 51 percent of the seniors' parents indicate to the superintendent in writing by the first Monday of October that they desire a different location than established by this policy, the superintendent will advise the board of such a request and board action on the request will be taken within the next 35 days. If the request for change of the graduation site is presented to the superintendent after the first Monday of October, the board will not consider the request.

**Students not in good standing with the school may be denied the privilege of participating in the graduation ceremony.**

### **STUDENT ASSISTANCE PROGRAM**

Substance abuse erodes the capacity of individuals to perform, to think, and to act responsibly. Education, early identification, and skill development are vital to the prevention of substance abuse and other problems. Alcohol and drug related problems touch all of us in one form or another. In order to make an impact on substance abuse, schools and communities must face the challenge of education themselves. We must enact comprehensive prevention strategies, involving the home and families as well as educational, business, law enforcement, health and social service systems. We at Columbia serve as a link between the student (family) and the local network of community agencies which provide appropriate assistance to students and families who are experiencing problems that interfere with their academic and/or social development. Those students/families needing assistance should contact the counselor or assistant principal for a referral.

### **PEER LISTENING PROGRAM**

The Peer Listening Program is an education and training experience available to Columbia Central High School students. It is based on the assumption that students will often talk to other students about their personal problems before they will talk to adults. The Peer Listening Program provides selected students with the information, skill development and practice to become proficient in a helping relationship. This is a cognitive and effective experience that exposes students to skills necessary to help other students and themselves.

### **S.M.A.A. SPORTSMANSHIP EXPECTATIONS**

Along with the Michigan High School Athletic Association and the National Federation of State high School Association, the Southern Michigan Athletic Association has declared SPORTSMANSHIP as a priority. The following expectations are to be followed by all students, players and fans to help initiate all aspects of good sportsmanship. High school athletics are to be an extension of the classroom and shall be healthy, enjoyable learning activities for our students.

#### STUDENT ATHLETES

1. All opponents and their fans are to be treated like guests. Many have ventured long distances to watch the game. Please leave them with a good impression of your school.
2. Display respect and good sportsmanship to officials. Remember that they are professionals and authority figures that help you follow the rules of the game. Their judgment is not to be questioned.
3. You are a role model for younger players. Help others learn the aspects of SPORTSMANSHIP by setting a good example for others to follow.
4. You represent your school community. Accept the responsibility and display exemplary actions that best help promote your school's sportsmanship.
5. Participating in athletics is a privilege; make the best of your opportunities.

#### PARENTS AND FANS

1. Paying an admission does not give you the right to display actions that deter from the contest. Remember that this is just a game and is FOR THE ATHLETES.

2. Officiating is a difficult task. Professionals work extremely hard to conduct the game accordingly. Refrain from questioning and contesting their judgment. You are a role model for your son or daughter. Be exemplary. Encourage other fans to follow the correct behavior.
3. Cheer for your team in a positive manner. You too represent your school community. Never direct attention to a specific opponent or their actions in a negative manner. Our conference will not tolerate derogatory chants or displays. There is not to be any antagonistic behavior, profanity, or “trash talking” of any kind.
4. No artificial noisemakers will be allowed at indoor contests. This includes megaphones of any kind.
5. Everyone has a role. Please practice yours:
  - a. PLAYERS PLAY
  - b. COACHES COACH
  - c. OFFICIALS OFFICIATE
  - d. FANS CHEER WITH POSITIVE ENTHUSIASM

#### SPECTATOR CONDUCT

At Sports Contests and School Activities - Students who attend sports contests are expected to behave in a manner that is a credit to Columbia Central High School. Please cooperate with administrators, teachers, and games management personnel. The use of tobacco products, alcoholic beverages or drugs is prohibited on the school property of CCHS and all schools with whom we participate. If a student or parent persists in conduct that is not a credit to CCHS, it may be necessary for the principal or athletic director to ban the student or parent from athletic contests.

At Assemblies, Concerts and Plays -- Assemblies are planned with the help and cooperation of the student senate. They are intended to enrich a student's overall education. All students must attend assemblies unless they are scheduled to leave and they are expected to behave in a mannerly and respectful way. Please do not leave a seat to move around except during intermission time.

**Any student who displays inappropriate behavior will be removed immediately and will face disciplinary action.**

## **SECTION V - STUDENT ATTENDANCE**

### **ATTENDANCE POLICY**

There is a positive relationship between attendance and success in school. Therefore, Columbia Central High School feels a responsibility to encourage regular and punctual attendance. In order to prepare students for what lies beyond high school, the school has an obligation to formulate good attendance patterns and appropriate work attitudes. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time.

**Arriving Late to School:** All students who arrive late to school must report to the office to sign in and get a pass. This will document your arrival time and allow your attendance to be adjusted from absence to tardy if it applies.

The following attendance policy is based on an eight (8) day per **SEMESTER** absentee rate. The eight days described in the policy consist of excused and unexcused absences. All staff members will incorporate employability points into their grading system that will encourage students to be in the classroom. Each unexcused absence from the classroom will result in a loss of employability points.

**Parents must provide an explanation for their child's absence on the day of the absence. Documentation must be provided the day they return to school. Refer to item # 2 in "Documented Absences" below.**

#### *Missed Assignments*

It is the responsibilities of the student to obtain missed assignments and complete them in a timely manner (within one week). It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. The skipping of classes or any part of the school day is considered an unexcused absence and no credit for make-up of class work will be permitted.

#### *Attendance Procedures*

All excused absences must be reported by phone to the high school office. **The call must be made on the same day of the absence, no later than 11:59pm on the day of the absence.** Parents may call the high school attendance hotline (517-592-6634, extension 223 or press #1 on the menu) 24-hours a day and leave a message to excuse their student. The message should include:

- The parent's name
- The student's first and last name
- The date of absence
- The reason for absence
- The number of days absent
- A phone number to reach the parent

**If the call is not made by 11:59pm the day of the absence, the student's absence will remain as an unexcused absence.** It is the responsibility of the student to get assignments and make up work he/she missed.

The following procedures will be used in the regulation of this policy. It is the responsibility of every student to read and follow these procedures. Failure to comply with the policy could result in the loss of course credit.

1. **Notices to Parents or Guardians:** Upon a student's fourth (4) absence from any given class, one notice will be mailed to the parents or guardians. A second and final notice will be mailed when the student exceeds eight (8) absences from any given class. The student and the parent are responsible for monitoring and correcting attendance issues. It is highly recommended that parents who receive these letters take appropriate action to correct this problem. Parents can monitor their child's attendance by staying in contact with the school counseling or attendance offices.
2. **Documented Absences:** Documented absences do not count toward the 8-day limit. This includes:
  - a. When a student sees a doctor, dentist or other professional for treatment. Students with health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.
  - b. When a student is attending a funeral (one day limit)
  - c. When a student has a court appointment
  - d. A school-sponsored absence
  - e. Suspensions, both in-house and at home will not count

**It is the student's responsibility to have all out-of-school absences documented professionally. ANY STUDENT WHO DOES NOT BRING DOCUMENTATION TO THE OFFICE ON THE SAME DAY AS THEIR RETURN, WILL NOT HAVE THE DAYS DOCUMENTED.**

3. **Excused Absences:** Excused absences will count toward the 8-day limit, and the employability grade for that class. The student receiving an excused absence will be allowed to make up the work missed according to the teacher’s classroom procedures. Excused absences consist of the following:
  - a. **Personal Illness:** Extended illness should be reported to the school immediately.
  - b. **Professional appointment** that could not be scheduled outside of the regular school day.
  - c. **Serious personal or family problems.**
  - d. **Family vacations:** Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, they **must be pre-arranged** with the school before the vacation. Vacation forms are available in the office. This will have to be done even if it is only for one school day.
  
4. **Unexcused Absences:** All unexcused absences will count toward the 8-day limit, and the employability grade for that class. The student receiving an unexcused absence is encouraged to make up the work missed but **will not be given credit for the made up work**. Employability points will be denied for unexcused absences. Unexcused absences includes but is not limited to the following:
  - a. Skipping one or more class
  - b. Missing more than 20 minutes of class time
  - c. Leaving the school building during school hours without permission
  - d. Missing the bus
  - e. Oversleeping
  - f. Car trouble
  - g. Hair cuts, beauty parlor and barbershop appointments
  - h. Work
  - i. Babysitting
  - j. Shopping
  
5. **Truancy:** Excessive unexcused absences from school (truancy) are not acceptable. Students who are truant will receive no credit for schoolwork that is missed. After 8 days of truancy in any grading period, a student will be considered an “habitual truant” can result in:
  - a. Assignment to Options High School with loss of participation in school activities and events.
  - b. A poor employability grade that will become a part of the student’s permanent record that may be sent to employers and postsecondary schools.
  - c. A hearing before a judge in a court of law
  - d. A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child

Students and parents have online access to the student’s daily grades and attendance. Contact the high school office or counselor office (517-592-6634, extension 223 or 237) to receive an account to log into this service. Using the online service attendance may be monitored by each class. **Online attendance codes used are: A=Unexcused Absence, E=Excused Absence, D=Documented Absence, T=Tardy (not penalized), TA=Tardy (penalized), and S=Suspended**

#### EXCEEDING EIGHT DAYS OF ABSENCE

**If a student exceeds eight (8) absences in a class a semester, regardless of whether they are classified excused or unexcused, credit will not be granted for the semester.** Absences due to suspension from school and Documented Absences will not be included within the above eight (8) absences.

If a student exceeds the eight (8) absences he or she must attend all classes in order to remain a student at Columbia Central High School. Remaining in the class and receiving a passing grade will allow the student to earn a grade, however, credit will not be granted for that class. If the class is failed, then an “F” will be received and no credit will be earned. Credit may be regained only for excused absences by attending mandatory make up sessions provided at the end of each semester. Failure to attend make up sessions will constitute the loss of credit.

#### TARDINESS

When a student is tardy to class, it interrupts the learning process for all students. Excessive tardiness will not be tolerated. Tardiness (unless detained by a staff member) is defined as an unexcused appearance of a student after the time that a class was scheduled to begin. Staff members who detain students from reporting to class on time will issue a pass to enter the next class (or activity). Staff members will honor these passes. **Tardiness cases will be handled on a nine-week basis in each class.** Any unexcused tardy to a class exceeding twenty minutes will be considered an absence from the class. Tardiness will be documented by the teacher and will be part of the EMPLOYABILITY GRADE for that class

**Penalized Tardy:** Students will be allowed three tardies per class per nine-weeks. **Each tardy over three will be treated as an absence and can be made up if the student exceeds the allowable 8 absences.** The “Tardy-Absences” will be marked with the code “TA” instead of “T” in the attendance records. **“Tardy-Absences” (TA) are treated as absences throughout the SEMESTER.**

## SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

**Students on suspension may not be on school grounds or attend school activities, on or off campus, without administrative permission.**

## APPEAL PROCESS

The school realizes that there may, at times, be unusual circumstances for a student's extended absence. Therefore, there will be an appeal process for those students who feel that their accumulation of absences is due to extenuating circumstances. Students who are in jeopardy of losing credit and feel they have just extenuating circumstances accompanying their absences may appeal to the assistant principal. The "appeal committee" will be composed of three teachers, the attendance clerk, and the assistant principal. Evidence presented by the student, such as medical or court documentation, will be weighed and a decision will be made by the committee. Parents may be present and represent the student's interests at the hearing. Decision of the appeals committee may be appealed to the principal for his review.

## COLLEGE VISITATIONS

This permission slip is to be filled out and turned into the office **THREE (3) DAYS PRIOR** to the date of your visit. Juniors are not allowed visitations without prior administrative permission. You are allowed two (2) days for college visitations per year. Visits to Jackson Community College are limited and must be approved by administration prior to request. Students who have accumulated eight (8) absences must have prior permission by administration before being allowed to request a college visitation.

## SKIPPING

The following procedure for handling skipping is in effect for the full year attendance:

First Offense: Parent contact will be made and an after-school detention will be given.

Second Offense: A parental contact will be made and the student will be given a school suspension.

Third Offense: The student will be suspended for up to three (3) days and a parental conference will be held. The juvenile court will be notified for those less than 16 year of age.

Fourth Offense and all Thereafter:

1. The student will be suspended from school for three (3) days and additional discipline will be given as necessary.
2. The student under 16 will be suspended pending the outcome of:
  - a. An individualized Education Placement & Planning Committee Meeting or,
  - b. Petition into Juvenile Court or,
  - c. Hearing by the Juvenile Court or,
  - d. Any other action deemed appropriate.

## HALL PASSES

Class time is essential. No hall passes will be issued except in cases of emergency or for the purpose of instructional instructions assigned by the teacher. Any student out of an assigned class **MUST** have the proper hall pass with the Teacher's signature, student's destination, date, and time the student left the classroom. Any student found without such a pass, in a location other than specified on the pass, or off the most direct route to the class or destination, will receive disciplinary action.

## UNAUTHORIZED AREAS

Students are not permitted in areas where classes are in session during their lunch period. Students are not allowed in the parking lot during the school day. Students must leave the parking lot immediately upon arrival. Students are not permitted to be in an unassigned area without written permission.

## **SECTION VI - STUDENT CONDUCT GUIDELINES**

### **GENERAL PHILOSOPHY**

The Columbia School District believes that every student should have an equal opportunity to gain an education that is beneficial to the student and to society. The school district further feels that an atmosphere of learning must prevail if a learning process is to be experienced.

Therefore, guidelines and rules must be established that are fair and reasonable to all students who, in turn, must abide by the same. Those students who do not adjust to an academic environment or appreciate the value of education must be encouraged to a positive position if at all possible. Those who violate the rules and guidelines and tend to jeopardize or destroy the educational atmosphere must be disciplined and even separated from others, if need be, to preserve the very basic purpose of attending school--education. Students will be counseled whenever possible and the principal, assistant principal and both guidance counselors will work with students who have special issues.

### **STUDENT STANDARDS AT EXTRACURRICULAR EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. It is expected that students who are at an after school or weekend events will abide by the same Code of Conduct that guides the school day.

However, in order to ensure that students attending evening events, as nonparticipants are property safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The School will continue to provide adequate supervision for all students PARTICIPATING in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

### **EXPECTED STUDENT BEHAVIORS**

Each student shall be expected to:

- Abide by national, state and local laws as well as the rules of the school
- **Respect** the civil rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, family, and in the school

### **LANYARD AND PICTURE ID GUIDELINES**

The school will supply each student with a lanyard and picture ID. The lanyard and picture ID is to quickly identify individuals who belong in our building.

The required time for wearing an ID is from 7:40 until 2:35. Students may leave their ID in their locker overnight (we suggest you do this so the lanyard is not left at home).

All students must wear their ID and lanyard around their neck, with the ID facing the front, outside their clothing, visible at all times. Carrying the lanyard in a pocket or concealing it inside a shirt is not acceptable and will result in a detention.

Students will not be allowed in class without their ID and lanyard. **NO EXCEPTIONS!**

Once a student is in a class with their ID, a teacher may give permission to have students remove their ID for that class when appropriate (PE, Science Labs, etc.), however once that class ends, the student must continue wearing their ID.

Career Center Students must wear their ID until they leave the building.

Student IDs must be shown at all dances. They must also be scanned every time you go through the cafeteria line. The ID is also necessary for checking out library books.

Students are not to alter or deface their ID cards or lanyards in any fashion. All students must use the school-assigned lanyard and ID of the current year. Only school-approved items may be attached to the lanyard or ID.

**Students must wear their assigned ID. Students who wear another student's ID or who loans their ID to another student will be subject to disciplinary action.**

The ID and lanyard will be replaced at a student cost if lost or defaced. The replacement ID costs \$3. The replacement lanyard costs \$2.

If a student does not have his or her lanyard and ID, the student must report to the office when the student first enters the building before they go to a class and either purchase a replacement ID (for \$5) or request a temporary ID and lanyard from the office. Students have **three (3)** opportunities each nine-week marking period to borrow a temporary ID and lanyard without penalty.

Rules and conditions for using and accepting a temporary ID and lanyard:

- The ID and lanyard must be returned in the condition it was issued or the student will be charged for damages.
- The ID and lanyard must be returned before the student goes to class on the next school day.
- **If the student does not return the ID and lanyard on time or in the condition it was issued, the student will be charged \$5 for the temporary ID and lanyard.**

Students have 3 opportunities in each nine-week marking period to borrow a temporary ID. On subsequent borrowing attempts the student will be given the option of either borrowing an additional ID AND earning a school detention or the student may purchase a new ID.

### **INSUBORDINATION**

Insubordination in complying with reasonable requests from school rules and personnel will result in disciplinary action.

### **HALLWAY PROCEDURES**

- A. Students are expected to behave in a safe and orderly manor while in the hallways. Any student who causes damage to school property will be held financially responsible.
- B. Any student in the hallway during classes must have written permission.
- C. Glass bottles are not to be brought into the building at any time.
- D. No food or drink is to be consumed in hallways during the school day.

### **DRESS AND GROOMING**

The Columbia School District is committed to a learning environment that is safe, conducive to the learning process, and free from unnecessary disruption and inappropriate activity or influence. The Board of Education recognizes that the manner in which students dress, accessorize and groom themselves affects the learning environment. By their appropriate appearance (which includes dress, accessories and other body adornments, and grooming), students help create an environment that is conducive to their own as well as all students' learning. Students' appearance, therefore, clearly has a direct and indirect influence on school discipline and student achievement.

Because of the direct and indirect relationships between students' appearance and the establishment and maintenance of positive learning environments and high student achievement, Columbia School District students are required to exercise good judgment in their choice of appearance for school and school-related functions and activities. During school hours students' appearance shall be appropriate for the classroom and reinforce a positive learning environment. In addition, students' appearance at school-related functions including, but not limited to, special occasions and activities under the jurisdiction of the school, shall be appropriate for these occasions, regardless of where or when such occasions or activities occur.

Accordingly, the Superintendent shall establish and enforce such Board of Education approved Student Dress, Accessories And Grooming Guidelines as are necessary to: promote discipline; maintain order; secure the safety of students and provide a healthy environment conducive toward District academic purposes.

While fashion changes, the reason for being in school does not. Students are in school to learn. **Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.** Personal expression is permitted within these general guidelines.

**Students will face disciplinary action for repeated violations of the dress and grooming guidelines.**

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (No)
2. Does my clothing have holes, rips or tears? (No)
3. Does my clothing advertise something that is prohibited to minors? (No)
4. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
5. Would I interview for a job in this outfit? (Yes)
6. Am I dressed appropriately for the weather? (Yes)

#### Garment Items - Acceptable

Garment items that ARE acceptable for CSD School or school-related activities include those Garments that are:

- a) Not a distraction to the learning environment.
- b) Shorts, dresses, and skirts may not be inappropriately short. The student should be able to stand in a relaxed position with the student's arms at his or her side and the garment must come at or below the student's fingertips.
- c) NOT constructed with INAPPROPRIATELY sheer, fishnet, mesh, elastic, or stretching material(s).
- d) NOT INAPPROPRIATELY: tight, long, short, sagging, mutilated (excessively torn or holes).
- e) NOT INAPPROPRIATELY: EXPOSING or BARING traditionally private parts of the body including, but not limited to: mid-stomach, midriff, buttocks, back, breasts.

Some examples of garments that must meet the above guidelines:

- Shorts (Male & Female): Jogging shorts/running shorts/"cut-off" shorts or any shorts or other similar article of clothing.
- Skirts, Dresses.
- Pants/Trousers/Slacks (Male & Female): No pajama pants. Shirts, Tops: Sleeveless Tops must have straps at least 2 inches wide (about the width of 3 fingers).
- Footwear must be worn at all times to help prevent the spread of contagious diseases: Acceptable Footwear includes: shoes or boots that will not slip off feet and thereby cause a safety problem. Examples of shoes that promote safety are athletic shoes, oxfords, flats, pumps and sandals (with strap factory manufactured on the footwear at the back of foot to decrease the likelihood of them slipping off the feet). Shoelaces, straps, ties, clasps and all other "fasteners" must be appropriately worn including tied, fastened and secured. Students will be asked to change their footwear if it is not safe, if it is a distraction, or does not meet the guidelines and may be subject to disciplinary action.
- Undergarments: are to be worn, however not to be worn/displayed as outerwear.
- Headwear: hoods, hats, caps, stocking caps, headbands, dew rags and sunglasses. When school is in session, when holding or hosting a student event in District buildings, **said headwear and sunglasses are to be removed as the student enters the building and not to be worn within any District building at any time.**

EXCEPTION: Coaches and sponsors of extracurricular activities and teachers in specialized classes such as physical education, band, choir, etc., are granted authority to establish more or less restrictive rules regarding student appearance for students enrolled in such classes, and/or participating in such activities. Such rules shall be consistent with the requirements of the activity and shall require the approval of the principal/Designee.

#### Garment Items – Not acceptable

GARMENT Items that are NEVER acceptable for CSD school or school-related activities include: All clothing, paraphernalia, grooming, jewelry, accessories or body adornments that contain:

- Advertisement, symbols, words, slogans, patches, or pictures that are: sexually suggestive;
- Drug, tobacco, alcohol related;
- Obscene, profane, vulgar, lewd, indecent, or plainly offensive.

Examples of garments that may not be acceptable:

- Tops: midriff's; halter tops; backless clothing; "tube tops".

Student appearance (INCLUDING GARMENTS) which is considered by school officials to be vulgar, lewd, obscene, profane, indecent, plainly offensive, or in any way related to gang membership or activities, shall not be allowed in or on school or District property or at school-related functions or activities, regardless of where the activity is held or whether the student's appearance may or may not cause a substantial disruption or poses a threat to the safety or welfare of the student or any other person.

#### Student Accessories Cleanliness & Grooming

The Board of Education directs the Superintendent and/or the Superintendent's delegate (i.e. Building or Program Principals and / or their appropriately selected and appointed staff members to assure that accessories worn by Students, cleanliness and grooming are appropriate & not in violation of Policy 5511.

Accessories, Cleanliness & Grooming during school hours, in/on School property, or when participating in School events that ARE INAPPROPRIATE and not to be worn and or displayed include, but are not limited to:

- Accessories: jewelry, chains, dog collars, tattoos (visible), body piercings – excepting ear (which might become visible during school hours).
- Cleanliness & Grooming: By example and perception Students be: physically clean, neat, and well groomed in such a way that: their hairstyle, and/ or applied hair color(s): dress: jewelry: cosmetics (makeup); scents; and / or any other applications, **do not disrupt the educational process, nor cause a health or safety hazard.**
- Any student who comes to school without proper attention having been given to their appearance including Cleanliness and Grooming and in violation of this policy may be: disciplined, sent home to be properly prepared for school and required to prepare himself or herself for the classroom before re-entering school.

**If a problem concerning the above guidelines arises, the classroom teacher will inform the student that a correction is needed. If the problem is not corrected, it will be referred to the principal's office. The student will be sent home to change with the time missed from school being unexcused. If no ride is available, isolated study will be necessitated.**

Students who violate this policy will be first given a warning along with an opportunity to change. **Students who violate this policy in a continuing or flagrant manner may also be recommended for suspension and/or expulsion.**

The school principal may grant temporary exceptions to this policy for a limited duration for specially designated days or occasions.

### **UNACCEPTABLE STUDENT BEHAVIOR**

The following is a list of unacceptable behavior, which may require suspension, expulsion, legal action or a combination thereof:

#### ABUSE: VERBAL / COMMUNICATION

Comments or gestures that are degrading or insulting to others or that challenge the authority of a staff person will not be tolerated. First Step: The students will be suspended from school, and a conference is held between the student, teacher, parent and administrator. Second Step and Thereafter: Automatic suspension from school for five days.

#### PHYSICAL ABUSE

Attempt to do bodily harm by physical contact and/or adopting a posture that could lead to violence. All acts of physical abuse will result in a separation from school pending investigation. A conference must be held with all affected parties: including the student, parents and administrator, and may require other outside assistance such as the Department of Social Services, police, courts, etc. The length of suspension and subsequent referrals will be made after the details of the conference are heard.

#### AIDING OR ABETTING VIOLATION OF SCHOOL RULES

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

#### ARSON

Purposefully setting fire to school property for the purpose of doing damage or injury. The student will be suspended pending review.

#### BULLYING

CCHS will not tolerate any gestures, comments, threats, or actions to a student that will cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control.

Bullying – intimidation of others by acts, such as but not limited to:

- A. Threatened or actual physical harm
- B. Unwelcome physical contact
- C. Threatening or taunting verbal, written or electronic communications
- D. Taking or extorting money or property
- E. Damaging or destroying property
- F. Blocking or impeding student movement
- G. Electronically transmitted acts (cyber bullying) – i.e. Internet, telephone or cell phones, or other electronic handheld devices for text messaging, instant messaging, photographing (including video), blog websites or online bullying through social networking sites (e.g. myspace.com, facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats.

#### EXAMPLES OF CONSEQUENCES FOR BULLYING:

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or the weekend
- Out-of-School suspension
- Legal action
- Expulsion or termination

#### DISRUPTIONS TO THE SCHOOL DAY

Items such as squirt guns, squirt bottles, water balloons, spray cans, firecrackers, smoke bombs, or other activities such as demonstrations and sit-ins, which are disruptive to the orderly conduct of school business, are banned from school buildings and school property. Items will be confiscated and disciplinary action will be taken.

#### DRUG AND ALCOHOL ABUSE

The school is a "Drug Free Zone" that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. It is to be noted that the use of, possession of, or transferring of illicit drugs, drug paraphernalia and alcohol is wrong, harmful, and is against the law. Disciplinary sanctions (consistent with school, local, state and federal law) up to and including expulsion and referral for prosecution will be imposed on students who violate these standards of conduct. All drug cases will be referred to the authorities. First Offense: Immediate five-day suspension from school followed by a conference with parents and evaluation referral completed. Second Offense: Immediate ten-day suspension from school followed by a parental conference and re-evaluation if necessary. Third Offense: indefinite suspension pending further administrative review (toward expulsion). These standards of conduct are mandatory.

#### EXTORTION

Obtaining money or other items of value by use of threats of violence. Review of the circumstances will determine the discipline.

#### FALSE FIRE AND FALSE BOMB ALARMS

Pulling a false fire alarm and turning in a false bomb threat are offenses against the state and will necessitate legal as well as school discipline. An immediate suspension and possible expulsion will follow.

#### FIGHTING

In a public setting such as this school, fighting cannot be tolerated. **Therefore, students who must resort to fighting instead of solving their problems through more acceptable means will have disciplinary action taken which will include suspensions and possible expulsion for up to 180 days.** In August 1990, the State of Michigan passed legislation dealing with violence and assaults in the public school system. The legislation is designed to make the school a safe place for all to learn. Threats and violence are no longer tolerated. If students are being picked on or harassed by others, they should see a principal, counselor, or teacher and make every effort to avoid physical aggressiveness.

#### FORGERY

Fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data used by the school. Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

#### GAMBLING

To play a game for money or other stakes. No card playing is allowed in school.

#### GANGS

Gangs that initiate, advocate, or promote activities, which threaten the safety, or well being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities, which are likely to cause harm or personal degradation, are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities, which are designed to intimidate another student, will be disciplined.

*GROSS MISBEHAVIOR*

Any deliberate or willful behavior or behavior detrimental to the normal functioning of a person, program or activity under school sponsorship.

*HARASSMENT*

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment could result in suspension or expulsion from school for up to 180 days.

Conduct constituting harassment may take different forms, including but not limited to the following:

*SEXUAL HARASSMENT*

- A. **Verbal:** Written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
- B. **Non-Verbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or making of sexually suggestive or insulting gestures, indecent exposure, leering sounds, whistling, and the like to a fellow student, staff member or other person associated with the district.
- C. **Physical Contact:** Threatening or causing unwanted touching, contact, or attempts of the same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the district.

*GENDER / ETHNIC / RELIGIOUS / DISABILITY HARASSMENT*

- A. **Verbal:**
  - 1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.
  - 2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.
- B. **Non-Verbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.
- C. **Physical:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

**Using the Internet or other electronic device to harass, threaten, or torment other students will also be subject to school punishment and possible legal prosecution.**

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should contact the administration immediately.

*INDECENCY*

That which is unbecoming or unseemly or which is morally offensive.

*MISDEMEANOR OR FELONY*

Commission of a misdemeanor or felony on school property will result in a complaint being signed with the police department.

*OBSCENITIES*

Vulgar acts by pupils in verbal or written form, pictures, gestures or caricatures in or on school property.

First Offense: Detention. Second Offense: Suspension

*PHYSICALLY OR VERBVAL ASSAULT*

Physical or verbal assault at school against a District employee, student, volunteer, or other person associated with the school district (i.e. contractor) which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence." Verbal assault is communicated intent to inflict physical or other harm on another person, with the present intent and ability to act on the threat.

*PUBLIC SHOW OF AFFECTION*

Students should not, under any circumstances, while on school grounds, anywhere in the building or at school functions, show affection to one another that creates a scene and draws undue attention to them. The administration and faculty feel this creates a poor image of our

student body and that school is not the place to engage in any affectionate gestures other than holding hands. If the administration feels the situation warrants, students who persist in this conduct will be called to the office, counseled, and parents called. Subsequent behavior of this nature could result in suspension, with parents returning with their student to discuss the matter.

#### STEALING

The taking and removing of personal property with the intent to deprive the rightful owner of it. Each case will be determined for discipline.

#### TOBACCO USAGE

Tobacco products (cigarettes, chewing tobacco, snuff, etc.) are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, cigarette papers, pipes, cigars, or other tobacco paraphernalia, etc. during school time, after school, or at any school activities. This prohibition also applies when going to and from school and at school bus stops. Tobacco is not to be used on the school premises at **any** time; we are a "Tobacco Free Zone", which extends 1000 feet beyond school boundaries.

**First Offense:** Three-day suspension, parent contact and a referral to legal authorities (which will result in a police citation). Further counseling will also be a recommendation.

**Second Offense:** Five-day suspension, parent contact and a referral to legal authorities (which will result in a police citation). Further counseling will also be a recommendation.

**Third Offense:** Ten-day suspension, parent contact and a referral to legal authorities (which will result in a police citation). Further counseling will also be a recommendation.

"Look-alike" tobacco products are not appropriate items to bring to school.

*The Board of Education supports the Federal, State and other legislation related to Tobacco-Free Schools. The Board of Education recognizes legislative efforts and hereby prohibits the use of tobacco on or in: all district buildings, buses and other District related vehicles, premises / properties, in all school buildings owned and / or operated by the District, and at all District sponsored functions, both on and off District properties. For purposes of this policy, "use of tobacco" means and includes: cigar(s), cigarette(s), pipe(s), snuff, chewing tobacco, or any other matter or substance that contains tobacco.*

#### TRESPASSING

Being present in an unauthorized place or refusing to leave when directed to do so; i.e., bathroom, teachers' lounge or maintenance area.

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal.

In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

#### UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

#### VANDALISM AND CARE OF PROPERTY

Any act or attempted act, which results in, or could result in physical damage to property, such as: kicking a locker, breaking a window, etc. Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the student discipline code.

#### VIOLATION OF CLASSROOM RULES

Each learning environment has different rules for students, which contribute to the rich and varied education student receive at CCHS. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific classroom rules, all of which will be consistent with the policy of the school. Persistent violation of the rules could result in suspension or expulsion.

#### WEAPONS

Possession, using, or transferring weapons with intent of inflicting bodily injury will result in direct referral to the police and suspension, or possible expulsion.

Weapons include firearms, knives, or other dangerous items. These items include recreational, hunting, and collectable weapons.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion as per state law.

*KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OR VIOLENCE*

Because the district believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats or violence to the principal. Failure to report such knowledge may subject the student to discipline.

## **SECTION VII - DISCIPLINE MEASURES**

### **DETENTION**

Detentions are assigned for misbehavior, skipping school, and a number of other behavioral infractions.

- A. Walking students and bus-riding students will be treated alike.
- B. If the assignment of the detention is made on a said day, the pupil will stay after school the next night or the next detention period.
- C. Arrangement for transportation after detention is the responsibility of the pupil.
- D. It is the responsibility of the pupil to meet the detention period.
- E. Seats will be assigned, no talking, no hall passes, etc. until the detention time is completed.
- F. If the student does not comply with rules, he/she will be dismissed and given a suspension.
- G. While in detention, all students will be given a written assignment to be completed during the detention.

### **IN-SCHOOL SUSPENSION**

Assigned by the principal or assistant principal.

- A. Parents of any student placed on in-school suspension school are notified.
- B. Plans for positive behavior must be made and agreed upon.
- C. Any discipline problems while serving assigned in-school suspension will result in suspension from school.
- D. Students will be provided with an assignment during the time they are in suspension. Students assigned to in-school suspension will be required to remain in the designated area all day.
- E. While in in-school suspension, students will copy the encyclopedia the entire time. Material copied will relate to social studies.
- F. A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

### **OUT-OF-SCHOOL SUSPENSION**

- A. Upon student request, assignments missed will be given.
- B. Students are forbidden to be on any school grounds during the period of their suspension. This includes school activities. It is directed that the parent(s) or guardian(s) of any pupil suspended for any period of time shall be notified of the suspension and the reasons therefore. A notice by telephone to the guardian(s)/parent(s) should be attempted, as soon as the suspension is directed. It is expected that all efforts to achieve correction of unacceptable behavior, including conferences with parents and teachers, will have been exhausted prior to suspensions, except in cases requiring immediate action.
- C. A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

### **EXPULSIONS**

The board of education is authorized by statute to expel students for just cause. Expulsion results in the removal of a student from the membership rolls of a school district. (If appropriate, a recommendation to the superintendent or schools may be filed for any offense in the categories listed.) The following procedural guidelines will govern the expulsion process.

- A. Written notice of charges against a student shall be supplied to the student and his parent or guardian and included within this notice shall be a statement of the time and place for a hearing.
- B. The parent or guardian shall be present at the hearing.
- C. The student, parent, or guardian may be represented by legal counsel.
- D. The student shall be given an opportunity to give his version of the facts and their implications. The student will be allowed to offer the testimony of other witnesses and their evidence.
- E. The hearing shall be conducted by the board of education that shall make its determination solely upon the evidence presented at the hearing and a record shall be kept of the hearing.
- F. The board of education shall state within a reasonable time after the hearing its decision concerning expulsion. These findings will then be put in writing and be sent to the student and his /her parent or guardian.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## ACADEMIC INTEGRITY (Cheating)

To uphold academic integrity, each student should perform the work assigned. You are not practicing integrity if you:

- A. Copy, fax, duplicate or exchange assignments that will each be turned in as an "original."
- B. Use information from stolen tests or answer keys.
- C. Write formulas, codes, or key words on your person or objects for use in a test or quiz.
- D. Use hidden reference sheets during a test or quiz.
- E. Use programmed material in electronic devices when prohibited.
- F. Exchange answers with others (either give or receive answers).
- G. Take someone else's assignment and submit it as your own.
- H. Submit material, written or designed by someone else, without giving the author/artist name and/or source (e.g. plagiarizing, or submitting work created by family, friends, or tutors).
- I. Take credit for group work, when little contribution was made.
- J. Do not follow additional, specific guidelines on cheating as established by a department, a class, or a certain teacher.
- K. Assist others to cheat.

### Consequences for Academic Dishonesty at Columbia Central High School are as follows:

1st Offense: Zero on the assignment, notify parents, and notify the office.

2<sup>nd</sup> Offense: Same as above, plus, the principals will conduct a conference with the parents and the student's grade will be lowered one letter grade in that class.

3rd Offense: Same as above, plus, administrative evaluation and action such as detention, suspension, a special project, removal from class, removal from extracurricular activities, etc.

## SEARCH AND SEIZURE

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

- A. There must be reasonable cause of school authorities to believe that the possession constitutes a crime or rules violation.
- B. Lockers and desks are school property and are assigned to the student for storage of clothing and supplies. Searches of school property for special items may be conducted at any time.
- C. School authorities may seize illegal items or other possessions reasonably determined to be a threat to the health, safety or security of others and charges may be filed against the person responsible for the items.
- D. Items that disrupt or interfere with the educational process may be removed from the student's possession.

## DUE PROCESS PROCEDURE

All individuals have available to them the opportunity to review a problem which may have occurred during the school year. Due process indicates that an individual shall have available to them:

- A. Specific notice of the violation of which they are charged.
- B. The right to present evidence in their own behalf.
- C. The right to an impartial hearing.
- D. The right to be represented by qualified personnel.
- E. The right to a record of the hearing.
- F. The right of appeal.

## STUDENT CONDUCT ON SCHOOL BUSES

Conduct of students riding buses will be regulated and acceptable discipline maintained. The driver is in complete charge of his/her bus at all times. When a discipline problem arises on a bus, the bus driver will write a conduct report. The bus conduct report will be submitted to the transportation supervisor and the building principal.

- A. Rules for safe conduct are to be followed by all students (K-12) on the school buses. The bus driver is in charge of the bus and needs all students' help and cooperation. Do what he/she says. The rider is expected to grant reasonable courtesy to the driver.
- B. Riders must be at your pick-up point on time, and board and leave the bus in an orderly manner.
- C. Should it be necessary, a bus driver may assign a student a particular seat.
- D. At no time shall you extend any portion of your body from a bus window.
- E. Pupils are to remain in their seats while the bus is in motion.
- F. Students must keep voices down. Shouting, profanity, and abusive language are not allowed. Be silent when the bus is stopped at railroad crossings. Radios and tape recorders are not permitted to be played on the regular runs. On extra trips the advisor is responsible for the reasonable use of radios or tape recorders.
- G. Eating or drinking aboard a bus is not permitted, except as designated prior to the trip, i.e., career center runs and field trips. No glass bottles are to be brought onto the bus.
- H. Fire of any kind, including smoking, is forbidden.

- I. The rear exit door is for emergency use only.
- J. Students who must cross the road after being discharged from the school bus must cross in front of the stopped bus.
- K. Students must wait for the bus to come to a stop before attempting to get on or off.
- L. Students attending vocational classes at Jackson Area Career Center must ride the bus unless permission is granted to drive by the principal.
- M. The above rules apply to all kinds of student transportation, to and from regular school, field trips, extra-curricular activities, etc.
- N. Students may be denied the privilege of riding the bus if they do not conduct themselves properly.
- O. Bus rules are posted and will be enforced.

## COMPUTER INFRACTION REPORT

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
Reported By \_\_\_\_\_ Details \_\_\_\_\_

**NOTICE TO PARENTS:** The purpose of this notice is to inform you of a disciplinary incident involving your student and the use of computer technology. You are urged to both appreciate the action taken by the school and to cooperate with corrective action initiated today.

**Minor Infractions:**

(see form for details)

**Major Infractions:**

(see form for details)

**Prosecutable Offenses:**

Theft of equipment, software, or information.

Knowingly bringing a computer virus into the system.

Hacking into administrative software (ex: payroll, student records, accounting, etc.)

**Consequences:**

<b>Minor Offense (Check One):</b>				
School Days Off Internet		School Days Off System		
<b>Number of Days (Circle One):</b>				
5	10	15	25	45

<b>Major Offense:</b>
School Days Off System (Circle One): 45 90 180

The school administration reserves the right to administer disciplinary action in a discretionary manner. Disciplinary action for computer offenses may vary from those outlined above.

## **SECTION VIII**

### **RIGHT OF EXPRESSION**

The school recognizes the right of self-expression of each student. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, buttons, badges, other insignia, clothing, banners, and audio and video materials. All items must meet the following school guidelines.

A material cannot be displayed if it:

1. Is obscene to minors, libelous, indecent or vulgar;
2. Advertises any product or service not permitted to minors by law;
3. Intends to be insulting or harassing;
4. Intends to incite fighting or presents a likelihood of disrupting school or a school event;

A material may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper ingress and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school he/she should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the administration or to the student government.

A student has the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.